Dear Teachers,

The School Management takes this opportunity to wish all its members, including the teachers and their families a very Merry Christmas. May this Festival bring joy and prosperity to all. We wish that this holiday season will be enjoyed by all of the colors and lights.

The school is greatly thankful to you all for your efforts in making our mission of delivering the best education a great success this year too. As you all know that it is a long-kept tradition to host a dinner before the vacations, so this year too, in keeping with the custom, dinner is organized on \_\_\_\_\_\_\_\_\_ (date) in the school \_\_\_\_\_\_\_\_\_ (place). We request all the staff members and their families to join in the celebration by coming for the dinner which will start by \_\_\_\_\_\_\_ (time).

We wish you all a Merry Christmas and Happy Vacations. The school will remain closed for \_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_\_.

Warm Wishes,  
\_\_\_\_\_\_\_\_\_\_  
(name and designation)